



BOB RILEY  
GOVERNOR

STATE OF ALABAMA  
**DEPARTMENT OF MENTAL HEALTH  
AND MENTAL RETARDATION**

RSA UNION BUILDING  
100 N. UNION STREET  
POST OFFICE BOX 301410  
MONTGOMERY, ALABAMA 36130-1410



JOHN M. HOUSTON  
COMMISSIONER

March 20, 2009

Dear Vendor:

The AL Department of Mental Health and Mental Retardation (DMH/MR) is requesting proposals from individuals or firms to provide **physical** and/or **occupational therapy services** until **April 6, 2009 at 5pm**.

Submission of proposals does not guarantee an award of a contract. Any contract resulting from this proposal is not effective until it has received all requisite government approval, and Contractor shall not begin performing work under contract until notified to do so by the contracting Facility. Contractor shall not be entitled to compensation for work performed prior to the effective date of contract.

A standard departmental contract will be required. A copy of the State of Alabama Vendor Application is available on the department's website (click on "Vendor Application"). A Vendor application is attached, if the application is mailed to prospective vendors. **All vendors wishing to contract with the state of Alabama must fill out this registration every three (3) years and return it immediately to State Purchasing. Only vendors who are registered with State Purchasing may receive state contracts.** Go to [www.purchasing.state.al.us](http://www.purchasing.state.al.us) for appropriate class-subclass codes.

**If you /your company desire to offer a contract proposal, the following steps must be completed in their entirety:**

1. Read the entire contract proposal document.
2. Proposal must be submitted in the format requested.
3. Proposals must be in ink or typed (pencil is unacceptable) and contain original signature.
4. **Return proposal to:**
5. Catheryn B. Townsend, Director  
Contracts Office  
AL Department of Mental Health and Mental Retardation  
100 North Union Street, Suite 586  
Montgomery, AL 36104  
*Proposals may be returned via Regular Mail or Express/Overnight Mail.*

Sincerely,

Catheryn B. Townsend, Director  
Contracts Office

## **Request for Proposal (RFP)**

**Organization:** Alabama Department of Mental Health and Mental Retardation

**Apply by:** **April 6, 2009 (5pm).** The RFP must be received in the Contracts Office by the listed date.

**Contact Information:** **Leola Rogers**  
Contracts Office  
Alabama DMH/MR  
RSA Union Building  
100 North Union Street, Suite 586  
Montgomery, AL 36104  
Telephone Number (334) 353-7440  
Fax Number (334) 353-7090  
Submit all RFP questions to [leola.rogers@mh.alabama.gov](mailto:leola.rogers@mh.alabama.gov)

The Alabama Department of Mental Health and Mental Retardation (DMH/MR) is seeking qualified individuals/firms to provide **Physical Therapy (PT) and Occupational Therapy (OT) Services** in the State of Alabama.

Contract positions are currently available at the following location:  
**W.D. Partlow Developmental Center, Tuscaloosa, AL**

### **REQUIRED QUALIFICATIONS:**

#### **Physical Therapy (PT):**

1. Be a licensed Physical Therapist with the Alabama Board of Physical Therapy.
2. Have experience working with individuals that are Mentally Retarded and/or Mentally Ill.

#### **Occupational Therapy (OT):**

1. Be a registered Occupational Therapist.
2. Have experience working with individuals that are Mentally Retarded and/or Mentally Ill.

### **The contractor will provide the following services:**

#### **Physical Therapy:**

This is a position for a professional working part-time with the Physical Therapy needs of Mentally Retarded and/or Mentally Ill adults with multi-sensory impairments. The Contractor will provide the following services:

- A. Provide physical therapy services as requested to include evaluations, treatments, prepare written assessment reports, and assure individual habilitation plans are completed in a timely manner.
- B. Provide evaluations on an emergency basis to meet individual needs to include, but not limited to: range of motion, wheelchair assessments, and lapboard and/or seatbelts assessments.
- C. Provide physical therapy direct services, as prescribed by a physician.

- D. Provide supervision for Para-professional staff implementing physical therapy programs.
- E. Provide assistance to the OT Department.
- F. Render services at Partlow or the contractor's office, as mutually agreed upon by Contractor and supervisor of PT Services for Partlow's population.
- G. Participate in monitoring the facility's environment as requested, report findings, and make recommendations as needed.
- H. Assist in training of staff.

### **Occupational Therapy:**

This is a position for a professional working part-time with the Physical Therapy needs of Mentally Retarded and/or Mentally Ill adults with multi-sensory impairments. The Contractor will provide the following services:

- A. Provide Occupational Therapy services as requested to evaluate the Occupational Therapy needs and write assessment reports.
- B. Provide Occupational Therapy services for Pressure Management Barriers to Occupational Performance, feeding strategies and environmental accommodations.
- C. Provide supervision of Certified OT Assistant (COTA) staff implementing Occupational Therapy Programs in accordance with Alabama State Board of Occupational Therapy rules and regulations.
- D. Provide in-service training for professional and direct care staff, as related to the client's individual occupational therapy needs.
- E. Review equipment needs and recommend equipment acquisition and service to the Client's Interdisciplinary Team.
- F. Serve as a member of the Individual's Interdisciplinary Team.
- G. Participate in monitoring the facility's environment as requested, report findings, and make recommendations as needed.
- H. Provide Occupational Therapy Direct Services, as prescribed by a Physician.
- I. Assist in training of staff.

### **Proposal Content**

### **Instructions must be followed or responses will not be graded.**

Each proposal is to contain specific responses to each of the following requests and respondents are encouraged to respond fully to each inquiry, but to be as concise as possible. **Respondents must specify position and location of interest. Each position proposal must be submitted in a separate envelope.** Submit the response to each item on a separate page with the item reproduced at the top of the first page of the response.

1. Submit a cover letter summarizing your proposal. Limit the cover letter to no more than one page.
2. Provide general information regarding the respondent including correct address, telephone and fax number (if applicable). Include respondent's previous experience, knowledge of PT and OT services, special training or any other information pertaining to the respondent's capabilities to carry out this program.
3. Assuming a **budget** for a twelve month period, set forth in detail (**hourly**, weekly, annually, detailed price list etc.) how the respondent will provide the requested services.

One original and **three copies** of your proposal must be received at the following address no later than 5pm on April 6, 2009.

Catheryn B. Townsend, Director  
Contracts Office  
AL DMH/MR  
RSA Union Building  
100 North Union Street, Suite 586  
Montgomery, AL 36104

Proposals must be clearly marked **Physical Therapy or Occupational Therapy Services for Department of Mental Health and Mental Retardation.** All proposals received after the deadline will be returned unopened. **Postmarks of the date mailed are insufficient.**

The DMH/MR assumes no responsibility for expenses incurred in the preparation of the proposal. The DMH/MR reserves the right to reject any and all proposals. Additionally, the DMH/MR reserves the right to waive irregularities in any proposals and request clarification of any information, and negotiate with the firm/individual submitting the best proposal to secure more favorable conditions.

### **Evaluation Process**

A review committee will examine each proposal submitted. The DMH/MR may elect to conduct interviews with finalists. The DMH/MR expects a final selection on or before April 20, 2009.

### **Selection Criteria**

Selection shall be based on factors to be developed by the procuring state entity, which may include among others, the following:

1. Specialized expertise, capabilities, and technical competence, as demonstrated by the proposed approach and methodology to meet project requirements.
2. Resources available to perform the work, including any specialized services within the specified time limits for the project.
3. Record of past performance, quality of work, ability to meet schedules, cost control and contract administration.
4. Availability to a familiarity with the project locale.
5. Proposed project management techniques.
6. Ability and proven history in handling special project contracts.

### **Evaluation Criteria**

Proposals will be evaluated based on their responsiveness to the items contained in the content section of this Request for Proposal. It is expected that the review committee will rate responses according to the following ways:

1. Experience, stability and reputation –35%
2. Understanding of and responsiveness to the Request for Proposal – 15%
3. Expertise and knowledge of PT or OT services – 35%
4. Budget – 15%